

HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

GENERAL INFORMATION

A Certificate of Appropriateness is a document issued by the Historic Resources Commission indicating that in the opinion of the Commission the proposed improvements are not incongruous with the historic character of the Montford Historic District.

Exterior portions of any building or structure on property which lies within the Montford Historic District boundaries cannot be materially altered, restored, moved or demolished unless a Certificate of Appropriateness has been issued.

A Montford property owner who is considering changes to the exterior of his property should contact the Historic Resources Commission by calling (828) 259-5836 or writing P.O. Box 7148, Asheville, NC 28802, to determine if a Certificate of Appropriateness for the proposed work is required.

Archaeological Resources

Any archaeological resource lying within the Montford Historic District boundaries cannot be materially altered, restored, moved or demolished unless a Certificate of Appropriateness has been issued. An "archaeological resource" is defined as that material evidence of past human activity which is found below the surface of the ground or water, portions of which may be visible above the surface. The property owner is urged to contact the offices of the Historic Resources Commission upon discovery of any archaeological resource.

DESCRIPTION OF PROJECTS

Normal Maintenance

Normal Maintenance or repair does not require a Certificate of Appropriateness where no change is made to the appearance of a building or grounds. The property owner may make changes which fall into the following categories without application to the Historic Resources Commission:

1. Painting (except masonry);
2. Replacement of window glass (but not style or type of windows);
3. Caulking and weather-stripping;
4. Minor landscaping, including vegetable and flower gardens, shrubbery, side and rear yard trees;

5. Pruning trees and shrubbery, and removal of trees less than 6" in diameter;
6. Repairs to walks, patios, fences and driveways as long as replacement materials match the original or existing materials in detail and color;
7. Replacement of small amounts of missing or deteriorated original or existing siding, trim, roof coverings, porch flooring, steps, etc., as long as replacement materials match the original or existing materials in detail and color;
8. Installation of gutters and downspouts as long as the color matches the house trim color; roof ventilators on rear slopes and chimney caps (mill finish is inappropriate);
9. Temporary signs such as real estate, political, etc.;
10. Installation of house numbers and mailboxes which are compatible with the original in style, size and material;
11. Repair of existing street or yard lighting.

Minor Work

Minor Work projects will require a Certificate of Appropriateness. However, minor work projects can be approved by the Director of the Historic Resources Commission or designee if the proposed work is consistent with the Montford Design Review Guidelines. The Director or designee will meet with the property owner at the site and determine if the proposed work is major or minor and, if minor and approved, a Certificate of Appropriateness can be issued at once. If the Director or designee cannot approve the proposed work, an application for a Certificate of Appropriateness will be presented to the Historic Resources Commission for review. Minor work projects include various projects in which the **visual character of the structure or ground is not substantially changed**, including but not limited to the following specific items:

1. Fences and walls: Fences or low walls of wood, stone, brick or cast iron, which comply with the Guidelines; **chain link** fences are permitted in side or rear yards if they cannot easily be seen from a street.
2. Removal of dead or diseased trees or trees where the roots or limbs are causing damage to a house.
3. New roof coverings: Replacement of asphalt or fiberglass shingle roof coverings; with new medium to dark color materials. Replacement of slate, metal or tile roof coverings where there is no change in materials.
4. Installation of mechanical and utility equipment: Installation of mechanical and utility equipment including but not limited to heating and air conditioning units which cannot easily be seen from a street or are screened from view with shrubbery or appropriate fencing.
5. Foundation repairs: Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original as

closely as possible; installation of metal foundation vents (on sides and rear only) and replacement of wood access doors which cannot easily be seen from a street.

6. Masonry repairs: repointing and other masonry repairs when the color and composition of the mortar matches the original, and new brick or stone matches the original as closely as possible.
7. Exterior lighting fixtures: Lighting fixtures which cannot easily be seen from a street or are similar to those existing in the District or suggested by staff.
8. Small identification signs: Small signs made of wood and metal 9 square feet or smaller. Must comply with sign standards article 13 of the Unified Development Ordinance.
9. Removal of artificial siding: Total removal of asbestos, asphalt or other artificial siding when the original siding is to be repaired and repainted. If siding other than the **original** is to replace what has been removed, this falls under Major Work Projects, Item number 8.
10. Replacement of exterior stairs, landings and steps: Repair or replacement of exterior stairs or steps which are made of masonry or painted wood (white or color of house trim) and are similar to styles found in the Historic District. Exterior stairs and decks (first floor only) which cannot easily be seen from a street, and are designed and painted to blend with the house.
11. Replacement of missing details: Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns and balustrade or other architectural details, with new materials that are **identical** to the original details.
12. Other minor construction: Other construction not easily visible from a street.
13. Shutters and awnings with appropriate documentation.
14. Removal or demolition of accessory buildings: Removal of deteriorated accessory buildings which are not original to the site or otherwise historically significant, and cannot easily be seen from a street.
15. Landscaping projects: Removal of trees 6" and larger in diameter; construction or replacement of brick or stone retaining walls; construction or patios (which cannot easily be seen from a street); walks, driveways made of brick, stone, concrete or gravel.
16. New parking areas which are located to the rear of buildings, are not easily visible from a street, and which are screened from adjoining properties with plant materials.

Major Work

Major Work projects must be approved by the Historic Resources Commission. In general, these are projects which involve a change in the appearance of a building or landscape, and are more substantial in nature than minor work projects. They include the following:

1. New construction or additions to buildings.
2. Removal or demolition of any structure part of a structure except as authorized under minor works.
3. Discovery of any archaeological resource on the site.
4. Moving of buildings.
5. Advertising signs larger than 9 square feet.
6. New accessory buildings.
7. Parking lots (other than normal driveways).
8. Replacement of architectural details when there will be a change in design or materials from the original or existing details.
9. Changes to roof lines.
10. Exterior fire exits.
11. Minor work items not approved by the staff of the Historic Resources Commission.
12. Replacement of windows and doors.

THE APPLICATION PROCEDURE

The Historic Resources Commission meets on the second Wednesday of each month to consider applications for Certificates of Appropriateness. An application form must be filed with the Commission at least 15 days prior to the Commission meeting. Applications can be obtained from the offices of the Commission, Room 520, Asheville City Building or by calling the Executive Director of the Commission at 259-5836.

An application for a Certificate of Appropriateness is not considered complete until all illustrative material necessary to adequately describe the proposed project has been submitted to the staff of the Commission. The Historic Resources Commission may refuse to consider an application for a Certificate of Appropriateness if it judges that insufficient information has been provided by the applicant. If the drawings are required to document alterations or additions, please refer to Appendix C for standards.

For **Minor Work Projects**, samples of proposed materials, such as shingles, siding, trim, etc., finished in the proposed color, must be filed with most applications. Also, photographs and accurate, detailed sketches shall be submitted if required to adequately describe the work.

For **Major Work**, the property owner or agent shall provide accurate, detailed and dimensioned construction drawings showing the existing and proposed changes to the property

(Refer to Appendix C for standards). Samples of all exterior materials in the proposed colors shall be submitted with the documentation, as well as manufacturer's data for the proposed materials, such as photographs or warranties. Photographs, renderings and/or line sketches of neighboring houses which will show scale and massing will assist the Historic Resources Commission in making a timely decision. Property owners who plan major work projects are urged to consult with the Historic Resources Commission on an informal basis before submitting an application for a Certificate of Appropriateness.

